

Lost Receipt Verification Statement

It is important to submit original receipts; however, this form is used when a receipt for a purchase is lost or destroyed.

Under penalty of perjury, I hereby certify that I incurred the cost of the following:

Description of Item(s): _____

Vendor and Location: _____

Date of Purchase: _____ Amount of Receipt: _____

Brief explanation of why receipt is not available:

Proof of financial transaction (bank statement, etc.) attached? ☐ **Yes** ☐ **No***

Signature: _____ Printed Name: _____

Club Name: _____ Date: _____

Date _____

Advisor's Signature of Approval **
(*Required with no documentation/proof of payment.)

***Advisor's signature must be obtained by printing out this form and having them sign in-person OR they can email their approval from their cwu.edu email address.*